



ARIZONA STATE RETIREMENT SYSTEM (ASRS) SERVICE PURCHASE PAYMENT REQUEST INSTRUCTIONS

Phoenix (602) 240-2000
Tucson (520) 239-3100
Toll-free (800) 621-3778
TTY (602) 240-5333
Fax (602) 240-2003
www.azasrs.gov

STEP 1

Complete the Service Purchase Payment Request form using dark ink. Multiple payment options may be selected. Please be sure to read all Notes applicable to your payment selection(s).

STEP 2

Submit a completed Service Purchase Payment Request form no later than the Due Date stated on your valid cost invoice. Please also submit your payment(s) no later than the deadline(s) stated below.

Restrictions

- You must have a current, valid cost invoice on file.
- Payment choices apply only to the invoice listed on the *Service Purchase Payment Request* form
- A separate *Service Purchase Payment Request* form must be submitted for each cost invoice
- It is the member's responsibility to initiate any rollovers or transfers.
- It is the member's responsibility to ensure all forms of payment (including rollovers) are submitted timely

Filling out the Service Purchase Payment Request form

SECTION 1 – Member Information

- Please print your personal data.

SECTION 2 – Service Purchase Information

- Enter the Request ID number from your cost invoice.
- Enter the number of years or partial years you wish to purchase OR the payment you wish to make.

SECTION 3 – Payment Options

Option A: Rollover/Transfer – must be completed within 90 days of the date your invoice was issued.

- List the number of rollovers/transfers that you plan to use for this particular request.
- A *Direct Rollover/Transfer Certification to Purchase Service Credit* form (enclosed) must be submitted for each direct rollover/transfer. Make photocopies of the form if you have more than one rollover.

Option B: After-tax Check – due by cost invoice Due Date or within 30 days of completing a rollover/transfer.

- List the check number and the check amount.

Option C: Payroll Deduction Authorization (PDA) Payments – must be returned within 30 days of PDA contract date.

- The ASRS will mail you a PDA contract within approximately seven business days of receipt of your payment request form requesting pre-tax deductions from your paycheck.
- List the amount you wish to have deducted from each pay period. The amount you request must be at least \$10, purchase at least 0.001% of service, and may not be for a contracted duration of more than 20 years.
- PDA contracts charge 8% interest if your service purchase request was submitted on or after July 1, 2004.
- PDAs can not be set up if you are less than 90 days from retirement.

Option D: Partial Lump Sum (PLS) – the ASRS issues at your retirement.

- List your retirement date (must be within six months of the date your invoice was issued).
- You must complete and submit a retirement application and a *Partial Lump Sum Retirement Distribution* form
- Last form of payment that will be applied to a cost invoice. Funds will be a pre-tax payment.
- May delay your retirement if combined with another form of payment.

Option E: Termination Pay – Employer should submit the funds to ASRS promptly upon your termination

- List your retirement date or last day of work (must be within six months of the date your invoice was issued).
- Termination pay may only consist of pre-tax vacation, sick, and overtime pay submitted by your employer.
- To utilize termination pay you must contact the ASRS and request a *Termination Payment Authorization for the Purchase of Service Credit* form. This form must be completed and returned to the ASRS at least three full calendar months prior to your termination date. (A full calendar month equals the first through the last day of a month.)
- May delay your retirement if you are also using PLS funds as payment.



ARIZONA STATE RETIREMENT SYSTEM (ASRS) SERVICE PURCHASE PAYMENT REQUEST

PLEASE PRINT

COMPLETE AND SEND TO:

ASRS - Member Services
PO Box 33910
Phoenix, AZ 85067-3910

Phoenix (602) 240-2000
Tucson (520) 239-3100
Toll-free (800) 621-3778
TTY (602) 240-5333
Fax (602) 240-2003
www.azasrs.gov

Disclosure of your Social Security number is mandated by Section 6109 of the Internal Revenue Code. The ASRS will use Social Security numbers only to obtain information about an individual's ASRS account and to inform the Internal Revenue Service of distributions and withholdings with respect to the individual's account.

SECTION 1 – Member Information

Social Security Number	Name (Last)	(First)	(Middle Initial)
Mailing Address			Daytime Telephone Number ()
City	State	ZIP	

SECTION 2 – Service Purchase Information

Request ID Number: _____

Years (or partial years) to purchase **OR** dollar value of intended payment: _____

SECTION 3 – Payment Options (Check and complete each option that you plan to use.)

<input type="checkbox"/> OPTION A Rollover/Transfer (See Notes 1, 4 and 6.)	<input type="checkbox"/> OPTION B After-tax Check (See Notes 2, 4 and 6.)	<input type="checkbox"/> OPTION C PDA Payments (See Note 4 and 6.)	<input type="checkbox"/> OPTION D Partial Lump Sum (See Notes 4, 5 and 6.) (For retiring members only.)	<input type="checkbox"/> OPTION E Termination Pay (See Notes 3, 4, 5 and 6.) (For retiring or terminating members only.)
Anticipated Number of Rollovers/Transfers	Check #	Check Amount	Amount Per Pay Period	Retirement Date
				Retirement Date or Last Day Worked (If not retiring.)

Member Signature	Date
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NOTES:

1. If you plan to **directly roll over or transfer** funds from an eligible plan or IRA, you must use the enclosed *Direct Rollover/Transfer Certification to Purchase Service Credit* form. If you plan to do more than one direct rollover/transfer, please make copies of the form or contact the ASRS for additional forms. **Initiating rollovers is the member's responsibility.** In the unlikely event that you will **indirectly roll over** funds from an eligible plan or IRA, you must contact the ASRS to obtain the required forms. Indirect rollovers should only take place under unique circumstances.
2. For members who joined the ASRS on or after July 1, 1999, after-tax payments are subject to the annual limits (highest payment allowed) on contributions to the ASRS contained in section 415(b) and (c) of the Internal Revenue Code of 1986. Individuals' after-tax contribution limits vary. If you have any questions concerning your particular after-tax contribution limit, please consult a qualified tax advisor.
3. You must submit to the ASRS a *Termination Payment Authorization for the Purchase of Service Credit* form **at least three full calendar months prior to your last day of work to be eligible for this payment option.** Termination payments will be accepted up to a maximum of six months from the date your service purchase invoice was mailed to you.
4. If you are purchasing Other Public Service and indicated on your affidavit that you are still eligible for a benefit from the alternate plan or system, you must provide proof that you have refunded that benefit no later than the Due Date listed on your cost invoice unless you have also selected 'Option A- Rollover/Transfer' and plan to rollover those funds to the ASRS as a pre-tax payment to purchase the service.
5. If you request to purchase time on or after July 1, 2005, and select either Partial Lump Sum or Termination Pay as your payment method, you cannot submit another request to purchase the same 'type' of service because these payments are issued at or after retirement. Types of service are: Other Public Service (and Other Public Service Non-Participatory), Military Service (both active duty and reserve), Forfeited Service, Leave of Absence.
6. For members who joined the ASRS on or after August 9, 2001, Arizona Revised Statute section 38-757(C), mandates that your monthly annuity benefit may not exceed 80% of your Average Monthly Compensation regardless of your accrued years of service.

